



## CADET PROMOTION PROCEDURES

This instruction prescribes the Cadet Promotion/Progression procedures for Nellis Composite Squadron

*As our squadron grows in size, we must effectively utilize our staff members to ensure our cadets are trained, prepared and advance in their cadet program training. Traditionally, the NCS support staff would continually run around, checking and rechecking cadet promotion/achievement readiness. In order to ease this burden, the following cadet achievement policies are immediately in effect:*

1. Cadets are to download the "Promotion Agreement" for their current achievement.
  - a. Promotion Agreement forms are available on the NCS web site or NCS Yahoo Group site.
  - b. The Agreement must be presented to the cadet's immediate supervisor to establish an expected completion date prior to achievement requirements being completed.
  - c. Cadets are required to present this form to the Testing Officer prior to beginning any achievement test or to the Physical Fitness Test Administrator prior to any physical fitness test.
  - d. Credit for attendance at Character Development sessions will be approved by the Flight Commander (or higher).
  - e. Speech, Essay, Staff Duty Analysis and other, similar requirements, will be approved by the cadet's mentor or a Cadet Program Senior Officer.
  - f. The Cadet Oath will be recited to, and approved by, the Flight Commander.
  - g. When all requirements are complete, the cadet will forward the Promotion Agreement to their supervisor to begin the Review Process.
2. The requirement for "Active Participation" for each achievement is defined as follows:
  - a. Attend at least 50% of NCS weekly meetings.
  - b. Cadets must also participate in at least one sanctioned CAP event during each achievement period. Tuesday night squadron meetings are not considered a CAP event.
  - c. Sanctioned events will have a project officer, a sign-up list and utilize a NCS Form 7 (Activity Notification). A participation letter or sign-in sheet must be submitted by the project officer following the event. The Project Officer is required to sign the "Activity" block of Cadet Promotion Agreements.
3. Achievement eligibility will only be reviewed on the fourth meeting of the month.
  - a. Cadet Promotion Agreements must be forwarded to their Flight Commander no later than Opening Formation of the 4th week of the month.

- b. The fourth meeting of the month will include a 'Review' to verify cadet accomplishments, a performance review and possibly, an in-person interview.
  - c. Those cadets who meet achievement eligibility requirements, and approved by the Commander, during week four will be notified that their grade will be awarded during the next Pinning Ceremony.
  - d. Cadets must have a complete & proper CAP service uniform (short-sleeve blues) by week 4 to be eligible for promotion. This includes name plate, insignia, haircut, etc. as indicated in CAPM 39-1, "Civil Air Patrol Uniform Manual."
4. If all requirements are not complete, or if it is determined that the cadet is not ready for promotion, the cadet will not be considered for promotion until the 4th meeting of the following month.
- a. Reasons for delaying a promotion may include (but is not limited to): poor performance in current staff position, inappropriate behavior, lack of maturity and/or discipline, or does not demonstrate an ability to accept increased responsibility commensurate with the promotion.
  - b. Promotions delayed for any 'performance' reason require a CAP Form 50, Cadet Leadership Feedback, as well as a counseling session with the cadet.
5. Promotion "Pinning Ceremonies" will take place on first meeting of the month.
- a. Cadets who are unable to attend the Pinning Ceremony are authorized to wear their new grade insignia anytime following the Ceremony.
  - b. Following the Pinning Ceremony, cadets are to download and initiate their Promotion Agreement form for the next achievement.
  - c. There may be times where a special event (Open House, Awards Ceremony, etc.) may change the week of the Pinning Ceremony. But, this will not change the promotion review cycle.
6. As to not disrupt cadets currently in a promotion cycle, there will be a "phase in" period for cadets working toward their next achievement. Beginning September 15, 2009, all NCS cadets will be aligned to this revised achievement/promotion cycle.
- a. This means that prior to September 15, cadet promotions will still be dated when the achievement requirements are complete. However, they will not be pinned until the next Pinning Ceremony.
  - b. From September 15 onward, cadet achievements will be dated on the Review night only.

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Nellis Composite Squadron Commander